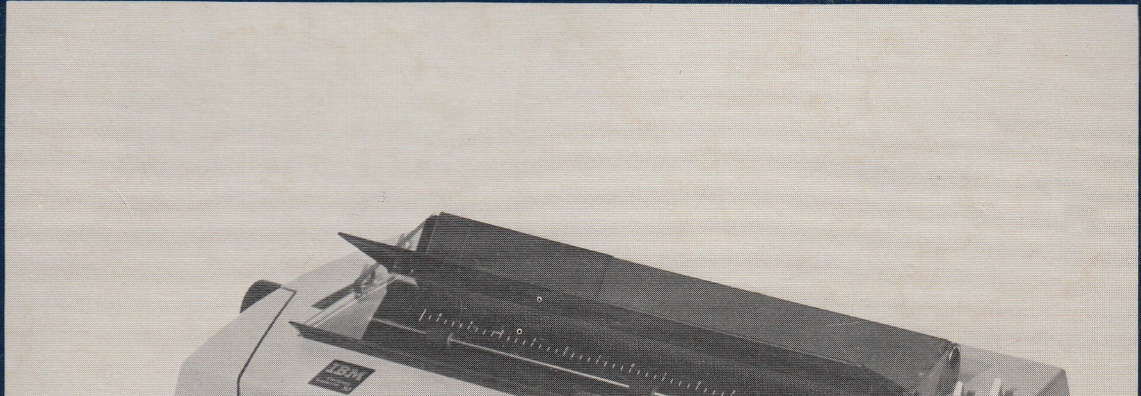
IBM

Electronic Typewriter 50

Operating Instructions



The instructional material in this book describes basic procedures for using the IBM Electronic Typewriter 50. However, the principles involved are adaptable to many different procedures.

All names used in this book are fictitious.

References in this book to IBM products, programs, or services do not imply that IBM intends to make these available outside the United States.

The IBM Electronic Typewriter 50 generates and uses radio frequency energy and if not installed and used properly, i.e., in strict accordance with the operating instructions, the reference manual, and the service manual, may cause interference to radio or television reception. It has been tested and found to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of Federal Communications Commission Rules, which are designed to provide reasonable protection against such interference when operated in a residential installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Relocate the equipment with respect to the receiver
- Plug the equipment into a different outlet so that equipment and receiver are on different branch circuits

If necessary, consult your IBM service representative for additional suggestions.

If the equipment is modified in any way by other than IBM personnel and it causes interference, the user is responsible for correcting the interference.

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IBM®

Electronic Typewriter 50

Operating Instructions

Basic Setup Instructions
Basic Operating Instructions
Indenting
Column Layout
Number Alignment
Proportional Spacing
Typewriter Features/ Index

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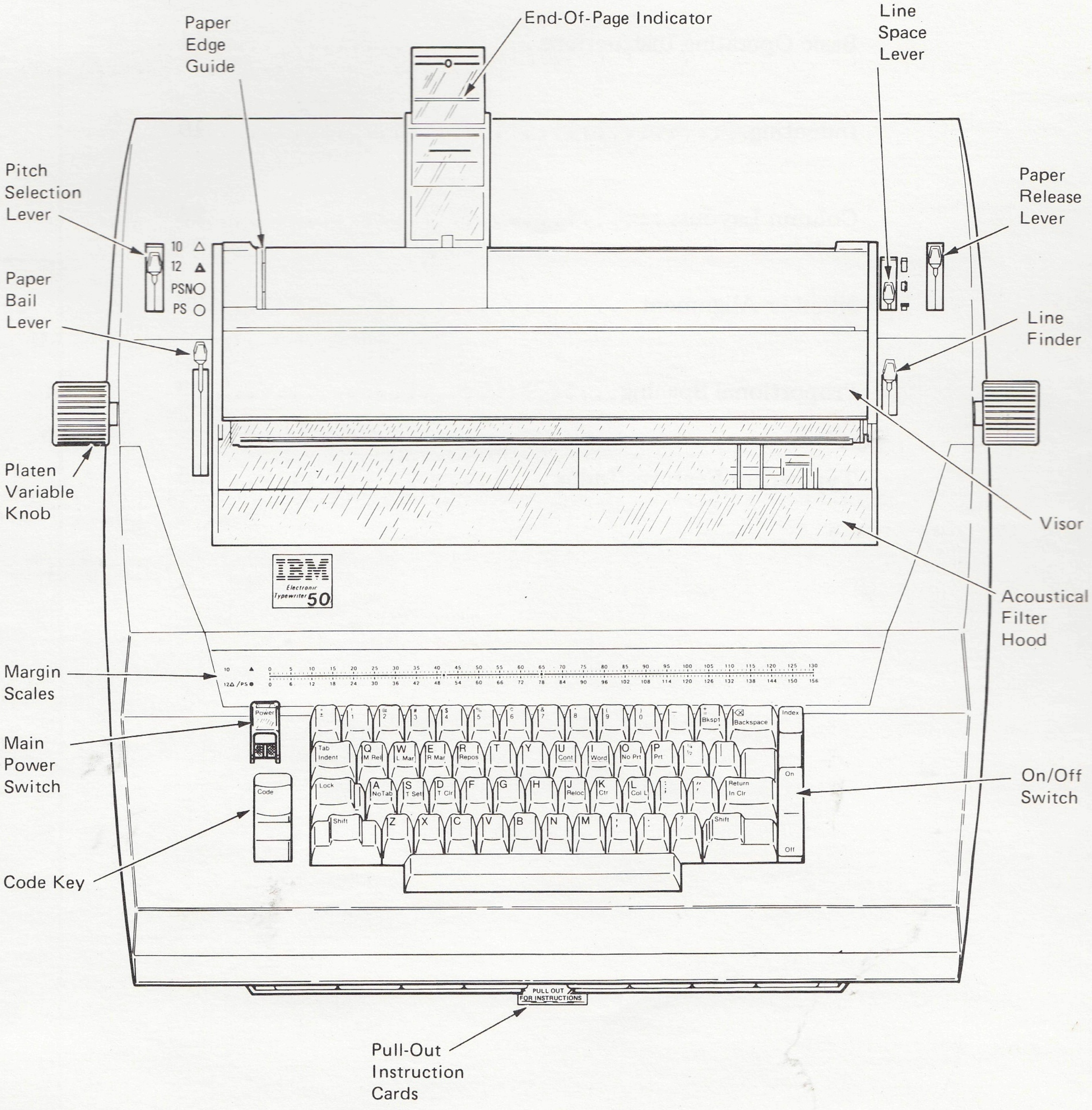
Typewriter Features/Index 55

Refer to this illustration to help you locate the individual features on your IBM Electronic Typewriter 50.



Paper Edge Guide
End-Of-Page Indicator
Line Space Lever
Pitch Selection Lever
Paper Release Lever
10 △
12 ▲
PSN ○
PS ○
Paper Bail Lever
Line Finder
Platen Variable Knob
Visor
IBM Electronic Typewriter 50
Acoustical Filter Hood
Margin Scales
Main Power Switch
Power
Code
On/Off Switch
Index
On
Off
Code Key
PULL OUT FOR INSTRUCTIONS
Pull-Out Instruction Cards

Congratulations! You're about to learn how to operate the IBM Electronic Typewriter 50. This typewriter is like having three typewriters in one. You can type with either pica, elite, or high-quality proportional spacing. Many typing tasks that you've been doing manually, like centering and underscoring, can now be done automatically. Just tell the IBM Electronic Typewriter 50 what you want it to do!

To take advantage of the automatic features of the IBM 50 you need to take the time to do the training exercises offered in this manual.

TRAINING

You have two resources to help you with your training: the operating instructions and the pull-out instruction cards attached to the bottom of your typewriter.

The operating instructions are designed to help you learn the IBM 50 by reading and typing short exercises. It's a *self-pace* manual divided into seven sections. *Self-pace* means that you progress at your own speed.

The pull-out instruction cards are to be used for quick reference. You will be instructed to use them while you're training. You will also find that the pull-out instruction cards are a valuable tool when doing your own work. They contain brief instructions on how to use basic automatic features.

Follow these guidelines while training:

- **Take the time.**
  Set aside specific amounts of time for each section. You may not want to complete all of the training at one time.

- **Read** carefully.
  General instructions to help you perform automatic features will be in boxes like this:

> To use training guidelines:
>
> **READ** information appearing in the boxes.

Use these instructions while training and as a reference when you're doing your own work.

- Do each exercise.
  Type only the exercises that appear in the shaded areas.
  Follow the instructions and type the exercises line for line.

EXERCISE

TYPE exercises appearing in the shaded areas.

- Review.
  Read the instructions and repeat the exercises when you want more practice.

After you have finished your training you will be familiar with the IBM Electronic Typewriter 50; however, only time and practice will let you feel completely comfortable with the machine. As you do your own work, look for ways to use the automatic features that you've learned. If you need help:

- Use the pull-out instruction cards.

- Refer to the operating instructions.

- Call your IBM representative.

CAUTION
Keep hair and personal objects (such as bracelets, necklaces, neckties, etc.) out of the printing and ribbon area when the machine is on.

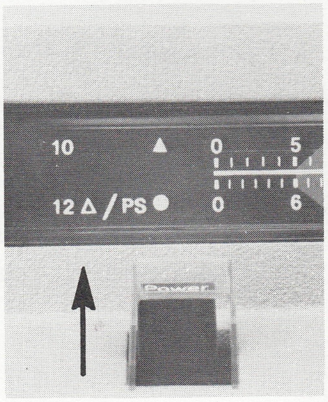
To prevent long hair, fingers, and personal articles from getting caught on the rotating shaft in the machine, be sure to comply with this notice and warn others to do so.

BASIC SETUP INSTRUCTIONS

MAIN POWER SWITCH

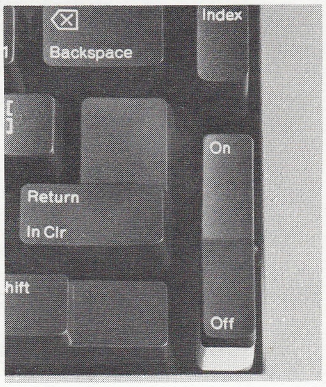
Push the main Power switch away from you. This is the on position.

- The main Power switch must remain on in order to save margins and tabs.
- The plastic cover for the main Power switch is to keep someone from accidentally turning the power off.
- It is important that the main Power switch remain on.


10
12 Δ / PS ●
0
5
0
6
Power

ON/OFF SWITCH

- Use this switch to turn your typewriter on and off.
- Both the main Power and the On/Off switches must be on to use the typewriter.


Backspace
Index
On
Return
In Clr
hift
Off

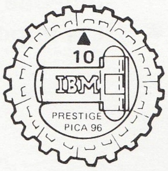
PITCH AND ELEMENT SELECTION

You can use one of three different type sizes — pica, elite, or proportional spacing.

Look for the ▲, △, or ● on top of the element.

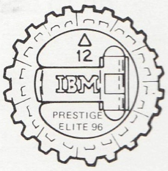
Pica — 10 characters per inch (2.54 mm)

▲ The rapid pace of business today demands
10 production from all office systems.



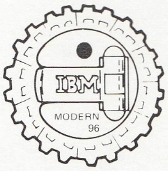
Elite — 12 characters per inch (2.54 mm)

△ The rapid pace of business today demands
12 production from all office systems.

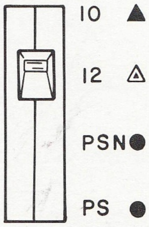


Proportional spacing — characters vary in width

● The rapid pace of business today demands
PS production from all office systems.



Change the pitch by moving the pitch selection lever to match the element you are using.



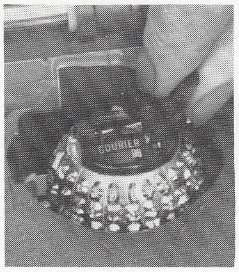
PS ● is used for proportional spacing. PSN ● is used for typing tables in proportional spacing. (This is explained on page 42.)

Warning: Do not move the pitch selection lever while the carrier is moving.

CHANGING TYPE ELEMENTS

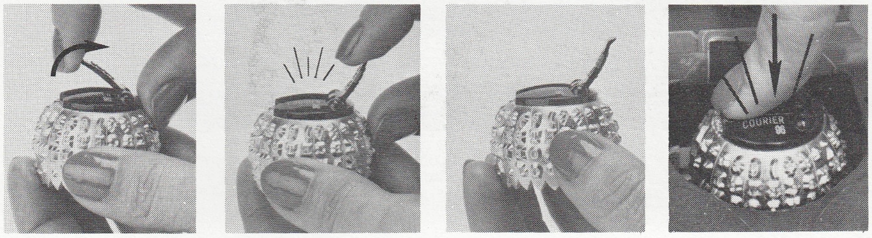
To remove an element:

1. Raise the acoustical filter hood.
2. Tap the Shift key to be sure it is in lower case.
3. Turn the typewriter off.
4. Lift the element release lever until you hear the click.
   - This is the open position.
5. Using the lever, raise the element **straight up** off the element post.
6. Lower the acoustical filter hood.



To put on an element:

1. Raise the acoustical filter hood.
2. Tap the Shift key.
3. Turn the typewriter off.
4. Open the release lever on top of the element until it is all the way open.
5. Hold the element by the release lever and place it on the post.
   - The yellow triangle must point to the platen.
6. Once the element is in position, press down the lever until it clicks.
7. Lower the acoustical filter hood.



NOTE: Only elements with **yellow** labeling can be used on your IBM 50.

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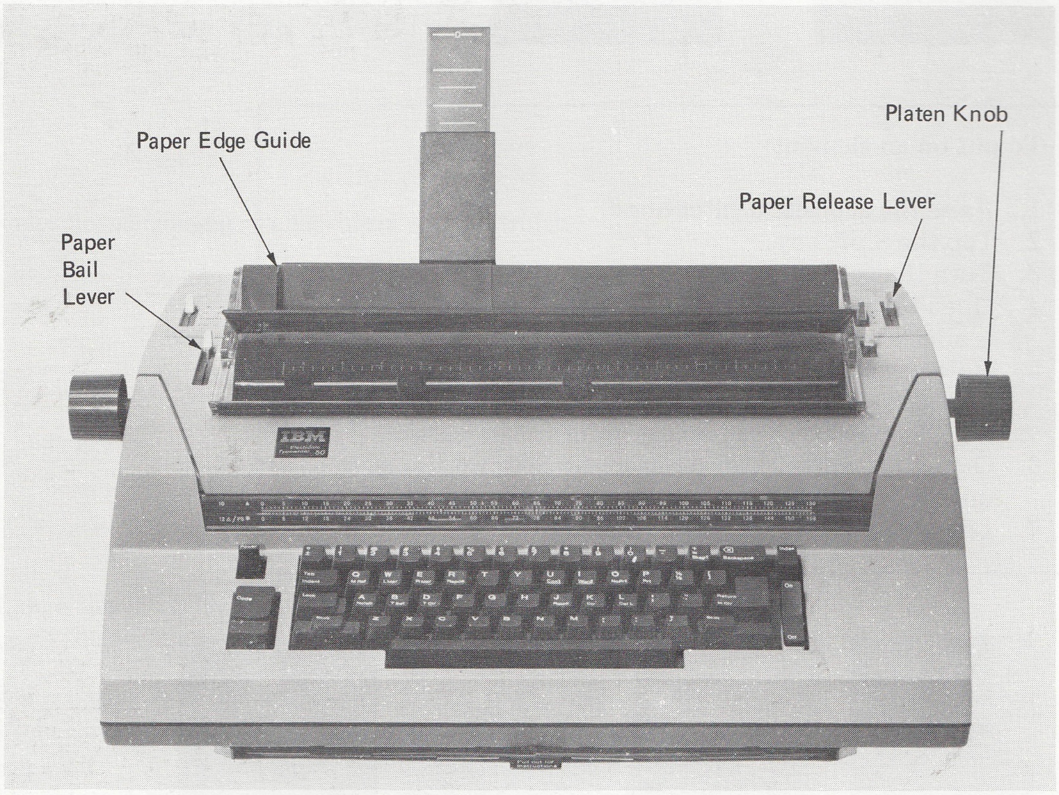
PAPER INSERTION/REMOVAL

To insert paper:

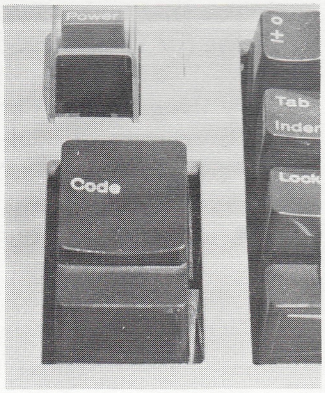
1. Pull the paper bail lever toward you.
2. Make sure the paper release lever is pushed away from you.
3. Align the paper next to the paper edge guide.
4. Depress and hold down the Index key, or turn the platen knob, to insert paper into the typewriter.
5. Push the paper bail lever back.

To remove paper:

1. Pull the paper bail lever toward you.
2. Pull the paper release lever toward you and remove the paper.


Platen Knob
Paper Edge Guide
Paper Release Lever
Paper Bail Lever
IBM

CODE KEY



The Code key is used with *dual-purpose* keys to tell the typewriter to perform special functions. The *dual-purpose* keys have special instructions on them.

To use the Code key:

While holding down the Code key, depress the *dual-purpose* key with the desired instruction.

EXAMPLE

Code + W L Mar = Left Margin

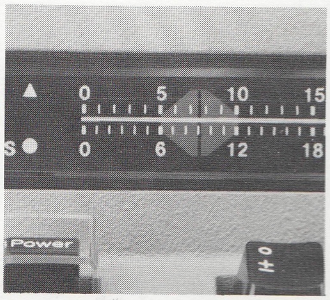
REMEMBER: Hold the Code key down while you depress the *dual-purpose* key.

MARGIN SCALES

The IBM 50 has two margin scales: one for 10 pitch and one for 12 pitch and proportional spacing.

- Use the upper scale if you are typing in 10 pitch (▲).
- Use the lower scale if you are typing in 12 pitch (△) or proportional spacing (PS ●).
- The element, pitch selection lever, and margin scale should match.
- Both scales are numbered in half-inch (1.27 cm) increments.

NOTE: The orange position indicator must be visible through the margin scale. If it is not visible, raise the acoustical filter hood and move the indicator toward you.



SETTING MARGINS

To set the left margin:

1. Space to where you want the left margin to be.
2. Depress Code + L Mar.

Code + W L Mar = Left Margin

To set the right margin:

1. Space to where you want the right margin to be.
2. Depress Code + R Mar.

Code + E R Mar = Right Margin

- A bell rings five spaces before the right margin while typing, but the carrier does not stop at the right margin.

- You can save two sets of margins: one in 10 pitch and one in 12 pitch. The margins you set are saved even though you move the pitch selection lever.
- When the pitch selection lever is moved to a different pitch, the carrier moves to the left margin set for that pitch.

NOTE: The main Power switch must remain on to save margin settings.

For quick reference, use the pull-out instruction card for:

Margins **Tabs**

MARGIN RELEASE

Sometimes you will need to move to the left of the present left margin.

EXAMPLE

Left Margin

```
 8.  Summarize the major topics.
 9.  Describe how to use the book.
10.  Be consistent in presentation.
```

To release the left margin:

1. Depress Return.
2. Depress Code + M Rel.

Code + Q M Rel = Margin Release

3. Depress Code + Backspace as many times as necessary to move the carrier to the desired position.

Code + ⌫ Backspace = Backspacing Without Erasing

For quick reference, use the pull-out instruction card for:

Margins **Tabs**

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SETTING AND CLEARING TABS

To set a tab:

1. Space to where you want a tab to be set.
2. Depress Code + T Set.

Code + S T Set = Tab Set

- Two sets of tabs can be saved: one set in 10 pitch and one set in 12 pitch.
- Up to 18 tabs can be set in 10 pitch and 18 in 12/PS pitch.

To clear a tab:

1. Move to the tab you want to clear.
2. Depress Code + T Clr.

Code + D T Clr = Tab Clear

To clear all tabs:

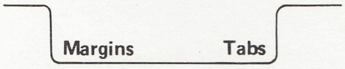
Depress Code + NoTab.

Code + A No Tab = No Tab

- When tabs have been cleared in one pitch selection, the tabs in the other pitch selections remain.

NOTE: The main Power switch must remain on to save tab settings.

For quick reference, use the pull-out instruction card for:

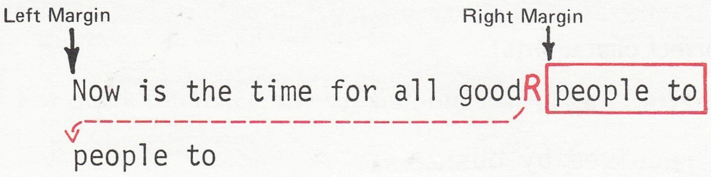


ONE-LINE MEMORY

The IBM Electronic Typewriter 50 has a one-line memory. As you type a line, the characters that appear on the paper are held in memory until you depress Return (R). This makes error correction much easier.

The one-line memory also lets you continue typing while the carrier is returning to the left margin. You can type up to 15 characters. These characters will print after the carrier reaches the left margin.

EXAMPLE



If you type more than 15 characters, the first 15 characters will be *cleared* from memory, and any other typed characters will print.

One additional return or index can be typed while the carrier is returning to the left margin. Any additional returns or indexes are ignored.

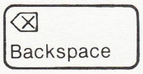
CORRECTING ERRORS

Three types of errors may occur while you are typing:
- errors noticed immediately;
- errors noticed farther back on the same line;
- errors noticed on previously typed lines.

CORRECTING ERRORS NOTICED IMMEDIATELY

To correct errors you notice on the typing line before you return the carrier:

Depress ⌫ to erase each incorrect character or space.



— Erases A Character Or Space Each Time It Is Depressed

CORRECTING ERRORS FARTHER BACK ON THE SAME LINE

To correct errors farther back on the typing line without erasing all the characters:

1. Move the carrier back to the **position following the last incorrect character** by depressing Code + Backspace.

   Code + ⌫ Backspace = Backspacing Without Erasing

   EXAMPLE

   `The lettesr should be received by our`

2. Use ⌫ to erase the incorrect character(s).

   EXAMPLE

   `The lette  should be received by our`

3. Retype the correct character(s).

   EXAMPLE

   `The letters should be received by our`

4. To move the carrier to the original typing position, depress Code + Reloc.

   Code + J Reloc = Relocate

   - After the carrier relocates, you can only erase characters typed from that point on.

5. Continue typing.

EXERCISE

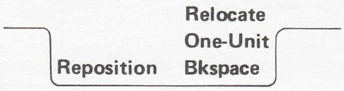
1. Move the pitch selection lever to match the element you are using.
2. Set the margins for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 75	Right margin = 90

3. Type the following exercise with the circled errors. When you reach the ✓, stop typing and make the appropriate corrections. Refer to the boxed instructions for help when typing this exercise.

The Relocate instructoin is used after you have✓corrected an
error frather back in the line of typing.✓ When you use Relocate,
the carrier moves forward to the spot where you had stopped typing.

For quick reference, use the pull-out instruction card for:



CORRECTING ERRORS ON PREVIOUSLY TYPED LINES

If you are using proportional spacing, see page 40.

To correct errors on previously typed lines:

1. Finish the line you are typing.
2. Depress Return.
3. Roll the paper to the line with the error.
4. Space to the first incorrect character.

   EXAMPLE

   ```
   Most oak laeves turn red in the fall.
   ```

5. Depress Code + No Prt.

   Code + O No Prt = No Print

6. Type the incorrect character(s).
   - The characters will be typed into memory but will not be printed on the paper.
   - The carrier moves as you type.
7. Depress ⌫ to erase the character(s).
   - No Print is cancelled.
8. Retype the correct character(s).
9. Roll the paper to where you left off and continue typing.

WHAT IF . . .

◆ You accidentally enter Code + No Prt?

Depress Code + Prt. No Print is cancelled.

◆ You depress Code + Backspace beyond the incorrect character?

Use Code + No Prt to correct the error.

For quick reference, use the pull-out instruction card for:

Number Alignment	**Print No Print**

INSERTING AN EXTRA CHARACTER

To insert an extra character:

1. Move the carrier to the incorrect word.
2. Depress ⌫ to erase the incorrect word.
3. To move the carrier back a fraction of a space in order to insert a character:
    - Using 10 pitch: Code + Bksp 1 three times.
    - Using 12/PS: Code + Bksp 1 two times.

Code + Bksp 1 = One-Unit Backspace

4. Type the correct word.

EXERCISE

Type the following line. When you reach the ✓, stop typing and correct the word *should*.

`The letters shoud be received by our` ✓

WHAT IF . . .

◆ You want to insert a character in the first word of the line?

1. Erase the first two words.
2. Type the first word correctly and space.
3. Depress Code + Bksp 1 three times if you are using 10 pitch or two times if you are using 12/PS pitch.
4. Type the second word.

CENTERING

To center:

1. Tab or space to the desired center position.
2. Depress Code + Ctr.

Code + K Ctr = Center

3. Type the word(s) to be centered.
   - The carrier backspaces one-half space for each character typed.
   - Nothing prints on the paper.
4. Depress Code + Prt to print the centered information.

Code + P Prt = Print

WHAT IF . . .

◆ You make an error while centering but before the word(s) prints and need to start over?

1. Depress Code + Ctr again. This moves the carrier back to the center point and deletes what you typed from memory.
2. Retype the word(s).

◆ You notice an error after the word(s) prints, and before depressing Return?

Use ⌫ to erase.

◆ You want to cancel Code + Ctr?

Depress Return or Code + Prt.

◆ You need to center column headings?

Refer to page 25.

For quick reference, use the pull-out instruction card for:

Center Underscore

UNDERSCORING

Underscoring One Word

To underscore one word:

1. Type the word. Do not type any punctuation or space.
2. Depress Code + Word.

Code + I Word = Underscore

- The word will be underscored.

3. Space and continue typing.

Underscoring A Series Of Words

To continuously underscore a series of words:

1. Depress Code + Cont.

Code + U Cont = Continuous Underscore

- This tells the typewriter where to begin the continuous underscore.

2. Type the words to be underscored. **Do not type the period or space after the last word.**
3. Depress Code + Word.
   - This tells the typewriter where to end continuous underscore.

For quick reference, use the pull-out instruction card for:

Center **Underscore**

Underscoring Centered Headings

To underscore individual words in a centered heading:

1. Tab or space to the center point.
2. Depress Code + Ctr.
3. Type the first word.
    - Nothing prints on your paper while you are typing.
4. Depress Code + Word.
5. Repeat steps 3 and 4 for each word to be underscored.
6. Depress Code + Prt.
    - Word(s) and underscores will print.

To continuously underscore a centered heading:

1. Tab or space to the center.
2. Depress Code + Ctr.
3. Depress Code + Cont.
4. Type the entire heading.
5. Depress Code + Word.
6. Depress Code + Prt.

WHAT IF . . .

♦ You notice an error in typing after you have already underscored?

1. To erase, depress ⌫ .
    - One character and its underscore will be erased each time you depress ⌫ .
2. Type the correct character(s) and depress Code + Word.

♦ You want to cancel Code + Cont?

Depress Code + Prt.

♦ You want to underscore a word following a dash?

EXAMPLE

`staff--and`

1. Type the first word and the dashes.
2. Depress Code + Cont.
3. Type the second word.
4. Depress Code + Word.

INDENTING

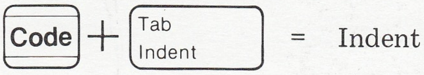
INDENTED PARAGRAPHS

The IBM Electronic Typewriter 50 *remembers* each indent that you type in memory. Using Indent eliminates the need to tab for each indented line.

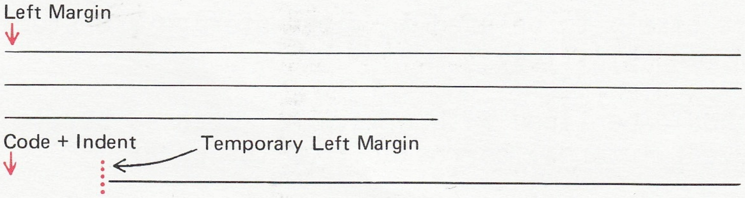
EXAMPLE

To type indented paragraphs:

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs. A tab must be set for each indent before you begin to type.
3. Type until you reach the beginning of the line to be indented.
4. Depress Code + Indent. This establishes a temporary left margin.

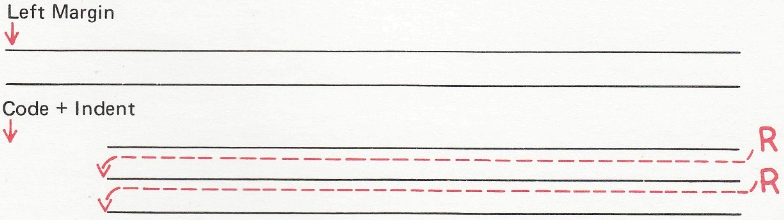

Code
+
Tab
Indent
=
Indent

EXAMPLE


Left Margin
Code + Indent
Temporary Left Margin

5. Type each line of the indented information. The carrier will return to the temporary left margin.

EXAMPLE

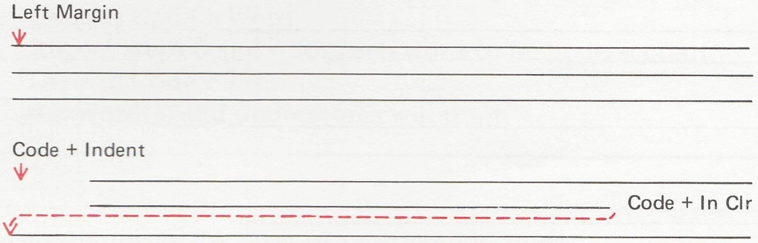

Left Margin
Code + Indent
R
R

Instructions are continued on the following page.

6. Depress Code + In Clr to clear the indent. The carrier will return to the original left margin.

Code + Return In Clr = Indent Clear

EXAMPLE



7. Repeat steps 3-6 for each indent.

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs for either of the following:

10 pitch	12/PS pitch
Left margin = 15	Left margin = 24
Right margin = 75	Right margin = 90
Tab = 20	Tab = 29

3. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.
   - Depress Code + Indent when you see (*).
   - Depress Code + In Clr when you see (#).

Tank materials most likely to be used in water storage are steel, concrete, aluminum, and plastics.

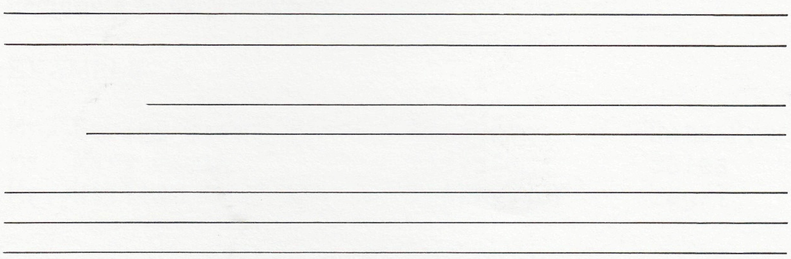
A. * Steel tanks should be lined with a material such as butyl rubber to prevent internal corrosion from the water.#

B. * Concrete tanks may not require lining, depending on quality, but require additional reinforcing.#

COMBINING INDENT AND TABS

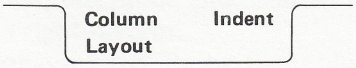
To combine indent and tabs:

EXAMPLE



1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs.
3. Depress Code + Indent to establish the temporary left margin.
4. Depress Tab to indent the first line of an indented paragraph.
5. Depress Code + In Clr to return to the original left margin after typing the indented paragraph.

For quick reference, use the pull-out instruction card for:



COLUMN LAYOUT

COLUMNS

The IBM Electronic Typewriter 50 simplifies the typing of columns by automatically determining the amount of space to leave between columns and by setting tabs at the beginning of each column.

EXAMPLE

```
Mr. George Caras          Manager        Data Processing
Ms. Mary Mauss            Assistant      Sales
Mr. William Anderson      Supervisor     Legal
```

To use column layout:

1. Move the pitch selection lever to match the element you are using.
2. Set the margins.
3. Position the carrier at the left margin. Depress Code + Col L to begin the column layout setup line.

Code + L Col L = Column Layout

- Code + Col L will put the typewriter in the column layout mode and clear all tab stops and the right margin.

4. Type the longest entry in the first column followed by Code + Col L.
   - Nothing will print on your paper while the typewriter is counting the number of spaces.
   - In the example below, the ↓ indicates where Code + Col L would be depressed.

EXAMPLE

```
↓                   ↓
Mr. William Anderson
```

5. Type the longest item in the next column followed by Code + Col L.

EXAMPLE

```
                              ↓
Mr. William AndersonSupervisor
```

Instructions are continued on the following page.

6. Type the longest item in the last column, followed by Code + Col L.

   EXAMPLE

   Don't forget to depress Code + Col L after the last column.

   `Mr. William AndersonSupervisorData Processing`

7. After you have typed the longest item in the last column and depressed Code + Col L, space to where you want the right margin to be and depress Return (R).
   - The point at which you return the carrier determines where your right margin will be. The IBM 50 counts all the spaces you have typed. These will be evenly divided between the columns.

   EXAMPLE

   Don't forget to space to the right margin.

   `Mr. William AndersonSupervisorData Processing---spaces-->R`

8. Now your tabs are set. Type and tab as shown. After typing the last word in the line, depress Return (R).

   EXAMPLE

   Mr. George Caras —Tab→ Manager —Tab→ Data Processing
   Ms. Mary Mauss —Tab→ Assistant —Tab→ Sales
   Mr. William Anderson —Tab→ Supervisor —Tab→ Legal

   REMEMBER: You can set up to 18 tabs in 10 pitch and 18 tabs in 12/PS pitch.

9. To clear column layout tabs, depress Code + No Tab.
10. Set the tabs and the right margin for your next job.
    - Code + Col L clears the original tabs, sets new column layout tabs, and also clears the right margin.

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 80	Right margin = 84

3. Using the steps below, type the following exercise.

```
Ms. Margaret Kelly       Manager             Office Products
Ms. Beth Porter          Assistant Manager   Sales Administration
Mr. Bob Jones            Supervisor          Legal
```

4. Type the column layout setup line.
   - Depress Code + Col L when you see the(↓).

```
↓                 ↓                ↓                   ↓
Ms. Margaret KellyAssistant ManagerSales Administration---spaces-->R
```

5. Type the exercise.
6. Clear the column layout tabs.
7. Reset the original tabs and the right margin.
8. Refer to the boxed instructions for help when typing this exercise.

WHAT IF . . .

- You make an error while typing the column layout setup line?

  Depress Return and start again.

WHAT IF . . .

- You want to center a heading over a column(s)?

  1. Type the column layout setup line.
  2. Leave a blank line(s) for the heading(s).
  3. Type the columns.
  4. Roll back to the blank heading line.
  5. Space to the midpoint of the first column.
  6. Depress Code + Ctr and center the heading.
  7. Repeat for remaining column(s).

INDENTED TABLES

To type indented tables:

EXAMPLE

```
Last month we acquired the following accounts:

     L. G. Appliance Shop     ABC Repair Shop
     Flynn Radio Shop         Industrial Supply

All of these accounts are located in the southeast
business district.
```

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs.
3. Position the carrier at the left margin. Type the first paragraph, including the returns (R).

   EXAMPLE

```
_____________________________________________
____________________________________________.R
R
```

4. Depress Code + Indent to where the indented table should begin.
5. Depress Code + Col L to begin the column layout setup line. Then type the longest item within each column followed by Code + Col L.
   - In the example below, the (↓) indicates where Code + Col L would be depressed.

   EXAMPLE

```
Code + Indent    ↓L. G. Appliance Shop↓Industrial Supply↓
```

6. Space to where you want the right margin to be and depress Return (R). These spaces will be divided between the columns.

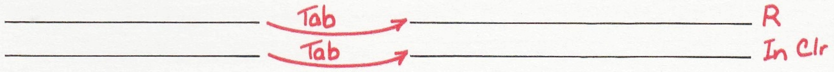
   EXAMPLE

```
L. G. Appliance ShopIndustrial Supply---spaces-->R
```

Instructions are continued on the following page.

7. Now the tabs are set. Type the table, and tab between the columns. After completing the table, depress Code + In Clr. This returns the carrier to the original left margin.

EXAMPLE



8. Depress Code + No Tab to clear column layout tabs.
9. Reset any tabs needed for paragraph indention.
   - Code + Col L clears the original tabs and the right margin.
10. Continue typing any additional paragraphs.

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 24
Right margin = 75	Right margin = 84
Tab = 20	Tab = 29

3. Using the steps below, type the following exercise.

The accounts we lost last month and the competitors with whom they signed contracts are given below:

ABC Corporation	Mott Brothers
Davis Appliance Shop	The Baxter Company

As you know, we are conducting a three-month survey to determine why some of our accounts are now doing business with competitors.

4. Type the first paragraph of the exercise.
5. Type the column layout setup line.

Code + Indent ↓Davis Appliance Shop↓The Baxter Company↓---spaces-->R

6. Tab and type the table.
7. Clear the column layout tabs.
8. Reset the original tabs and the right margin.
9. Type the last paragraph.
10. Refer to the boxed instructions for help when typing this exercise.

NUMBER ALIGNMENT

ALIGNING NUMBERS

Number Alignment simplifies the typing of numbers by automatically aligning them for you.

EXAMPLE

```
1,111.25
   400.50
    80
```

To align numbers:

1. Move the pitch selection lever to match the element you are using.
2. Set the margins. Clear existing tabs and set new tabs at the **decimal point** in each column or where a decimal point would normally appear. Depress Return.

   EXAMPLE

   ```
            Tab Set
   1,111.25
      400
   ```

3. Count the number of digits to the **left** of the decimal point. Do **not** count the comma(s) because the typewriter automatically allows space for them.

   EXAMPLE

   ```
   1,111.25  =   4 digits
      400.50  =   3 digits
       80     =   2 digits
   ```

4. Do **not** tab. Depress Code + the number key for digits counted. The carrier automatically moves to the proper position for you to type the number. Using 1,111.25 in the above example, you would depress Code + 4.

Code + Any Number Key From 1-9 = Number Alignment

- The carrier is positioned five spaces from the left of the decimal. (Remember, the typewriter allows spaces for the commas.)

Instructions are continued on the following page.

5. Type the number and depress Return.
   - Always use the number one key, not the lower case L key, when typing numbers.
6. Repeat steps 3-5 for each additional number.

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 75	Right margin = 90
Tab = 30	Tab = 36

3. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.

```
5,300.00
  400.33
   80.50
2,250
    1.75
1,000.00
```

WHAT IF . . .

◆ You need to type a number with more than nine digits?

1. Depress Code + 9.
   - The carrier moves to the ninth digit position.
2. Depress ⌫ once for each additional digit and comma in the number to the left of the ninth position.
3. Type the number.

ALIGNING NUMBERS WITHOUT COMMAS

To align numbers without commas:

EXAMPLE

```
7300000
   7300
```

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs.
3. Count the digits in the number. Do **not** tab.

EXAMPLE

```
7300000 = 7 digits
```

4. Depress Code + the number key. In the above example, you would depress Code + 7.
5. Space (SP) once for each time a comma would normally appear. In the above example, you would space two times.

EXAMPLE

SP SP

6. Type the number and depress Return (R).

EXAMPLE

SP SP 7300000 R

7. Repeat steps 3-6 for each additional number.

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 75	Right margin = 90
Tab = 30	Tab = 36

3. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.

```
   7300
  11100
    100
7300000
```

ALIGNING NUMBERS PRECEDED BY A DOLLAR SIGN AND SPACE(S)

To align numbers preceded by a dollar sign and spaces:

EXAMPLE

```
$   11,111.00
 5,555,555.00
   444,444.00
```

1. Move the pitch selection lever to match the element you are using.
2. Set the margins. Clear existing tabs and set new tabs at the decimal point in **each** column.
3. Because the first number is preceded by a dollar sign and spaces, count the number of digits in the longest number to the left of the decimal point **plus** one for the dollar sign.

   EXAMPLE

   ```
   $    11.111.00
    5,555,555.00  =  7 digits
               $  = +1 digit
                     8 digits
   ```

4. Do **not** tab. Depress Code + the number key to move the carrier to the proper position. In the above example, you would depress Code + 8.
5. Type the dollar sign.

   EXAMPLE

   $\boxed{\$}$

6. Space to the number and type it.
   - When spacing from the $ to the number, be sure to space for commas, if any.

     EXAMPLE

     $ Space 3 times

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 75	Right margin = 90
Tab = 30	Tab = 36

3. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.

```
$    33,333.00
 2,222,222.00
 4,400,000.00
```

ALIGNING AND UNDERSCORING A COLUMN OF NUMBERS

To align and underscore a column of numbers:

EXAMPLE

```
$33,000.00
  6,000.00
$39,000.00
```

1. Move the pitch selection lever to match the element you are using.
2. Set the margins. Set a tab at the decimal point. Depress Return.
3. Count the digits to the left of the decimal point. Depress Code + a number key to position the carrier. In the above example, you would depress Code + 6.
4. Type the number and depress Return (R). Continue typing all numbers **up to** the total.

EXAMPLE

```
$33,000.00 R
  6,000.00 R
```

5. Count the digits in the total, depress Code + the number key, and type the total. **Do not space, tab, or return.**

EXAMPLE

```
$33,000.00
  6,000.00
$39,000.00
```

6. Using the platen knob, roll the paper to the line above the total.

EXAMPLE

```
$33,000.00
  6,000.00
$39,000.00↶
```

7. Depress Code + Word to underscore the line above the total. Do **not** space, tab, or return.

EXAMPLE

```
$33,000.00
  6,000.00
$39,000.00
```

Instructions are continued on the following page.

8. Roll the paper back to the line with the total. Depress Code + Word. (If you are using an accounting element, roll the paper forward to the total line. Depress Code + ⌫ to the $. Depress Shift and the uppercase period. This will double underscore the total.)

   EXAMPLE

```
$33,000.00
  6,000.00
$39,000.00
```

9. Pull the line finder toward you. Now roll the paper slightly below the underscore that you just typed and depress Code + Word.

   EXAMPLE

```
$33,000.00
  6,000.00
$39,000.00
```

10. Push the line finder back and roll the paper to the total.
    - If you are aligning and underscoring more than one column, always complete the underscores in the first column before typing the total(s) in the remaining column(s).

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 75	Right margin = 90
Tab = 30	Tab = 36

3. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.

```
$2,065,411
   797,322
   862,733
$3,725,466
```

Number Alignment
Proportional Spacing
Typewriter Features/ Index

TABLES OF WORDS AND NUMBERS

To type a table of words and numbers:

EXAMPLE

```
Food and Beverages      $26,666.66     $14,567.00     $4,888.88
Housing                  17,000.00      12,333.00        543.33
```

1. Move the pitch selection lever to match the element you are using.
2. Set the margins.
3. Position the carrier at the left margin.
4. Depress Code + Col L to begin the column layout setup line.
   - Type the longest item within each column followed by Code + Col L.
   - Set a tab stop at the decimal point or where a decimal point would normally occur.
   - In the example below, the (↓) indicates where Code + Col L would be depressed and (#) indicates where Code + T Set would be depressed.

EXAMPLE

```
↓                 ↓      #  ↓     #   ↓     #  ↓
Food and Beverages$26,666.66$14,567.00$4,888.88
```

5. Space to where you want the right margin to be and depress Return (R).

EXAMPLE

```
Food and Beverages$26,666.66$14,567.00$4,888.88 --spaces-->R
```

6. The tabs are now set. Type the first item. Do not tab.

EXAMPLE

```
Food and Beverages
```

Instructions are continued on the following page.

7. Count the digits to the left of the decimal point in the next column. Depress Code + the number key and type the number. After typing all numbers, depress Return (R). Continue until the table is complete.

EXAMPLE

Food and Beverages	$26,666.66	$14,567.00	$4,888.88 R
Housing	$17,000.00	12,333.00	222.22 R

8. To clear column layout tabs, depress Code + No Tab.
   - Code + Col L clears the original tabs and the right margin.
9. Reset the original tabs and the right margin.

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 75	Right margin = 90

3. Using the steps below, type the following exercise.

Mortgage and Insurance	$11,111.00	$888.00
Property Taxes	2,222.22	111.00

4. Type the column layout setup line.
   - Depress Code + Col L when you see the(↓).
   - Depress Code + T Set when you see the(#).

```
↓                     ↓      #  ↓   #  ↓
Mortgage and Insurance$11,111.11$888.00---spaces-->R
```

5. Type the table.
6. Clear column layout tabs.
7. Reset the original tabs and the right margin.
8. Refer to the boxed instructions for help when typing this exercise.

TYPING A DOLLAR SIGN IN A COMMA POSITION

The typewriter considers the dollar sign as a digit that would require an additional comma when the dollar sign is in the fourth or seventh position. To type a dollar sign without an additional comma, space once and type the number.

EXAMPLE

4th Position

↓321

```
$400.00
 200.00
```

To type a dollar sign in a comma position:

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs.
3. Count the number of digits in the first number. Do **not** tab.

   EXAMPLE

   ```
   $400.00 = 4 digits
   ```

4. Depress Code + the number key to position the carrier. In the above example, you would depress Code + 4.
5. Space once if the dollar sign falls in the fourth or seventh position and type the number. Depress Return.
6. Repeat steps 3-5 for each additional number.

EXERCISE

1. Move the pitch selection lever to match the element you are using.
2. Set the margins and tabs for either of the following:

10 pitch	**12/PS pitch**
Left margin = 15	Left margin = 18
Right margin = 75	Right margin = 90
Tabs = 30	Tabs = 36

3. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.

   ```
   $350
    300
   ```

PROPORTIONAL SPACING (PS)

Proportional spacing gives your documents a professional, high-quality appearance. Each character is provided an amount of space according to its width. Because characters vary in width, proportional spacing makes your copy attractive and legible.

Proportional Spacing	10 Pitch	12 Pitch
iiii	iiii	iiii
bbbb	bbbb	bbbb
mmmm	mmmm	mmmm

Notice the different width of the proportionally spaced characters. All 10-pitch characters are the same width, just as all 12-pitch characters are the same width. See page 4 for an additional example of proportional spacing.

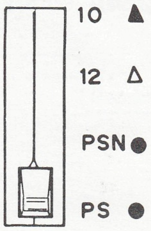
Proportionally spaced characters are measured in units. The Unit Measurement Chart on page 45 gives the unit values for characters and symbols. It will assist you when aligning Roman numerals.

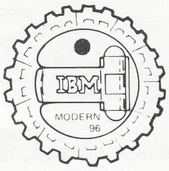
Always use the number one key, not the lowercase L key, when typing numbers.

Always use ! 1 **instead of** L Col L.

You do this because in proportional spacing, numbers and letters vary in width. All numbers are allotted an equal amount of space so they align easily.

- Make sure that when you are using proportional spacing you change to a PS element and move the pitch selection lever to PS.





Raise the acoustical filter hood. Select a PS element and place it on the carrier post. Lower the acoustical filter hood. Refer to page 5 if you need further instructions.

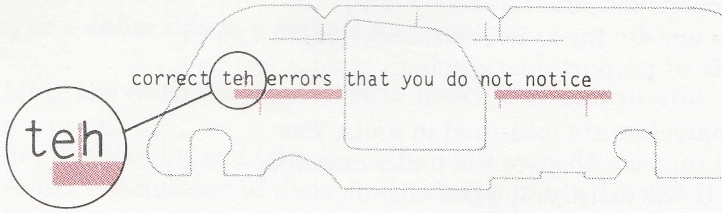
NOTE: If you have not completed Basic Setup Instructions and Basic Operating Instructions, please finish them before continuing this section.

REPOSITION

To use reposition to correct errors on previously typed lines:

1. Finish typing the line you are on and depress Return.
2. Roll the paper back to the line with the error.
3. Space across to align the vertical red mark on the extreme left side of the cardholder with the left side of the last character in the incorrect word.

   EXAMPLE



   - If necessary, depress Code + Bksp 1 to align the red mark very close to, but not touching, the left side of the character.
4. Depress Code + Repos.

   Code + R Repos = Reposition

   - The carrier moves and is now repositioned for you to correct the word.
5. Depress ⌫ once.
   - The character is not erased.
   - Reposition cancels automatic error correction.
6. Type the incorrect character.
   - Typing the character erases it.
   - If the character is not completely erased, repeat steps 3-6.
7. Repeat steps 5 and 6 for each character until the entire word is erased.
   - In proportional spacing you should erase the entire word that contains the error.
8. Retype the correct word.

EXERCISE

1. Choose a PS element and move the pitch selection lever to PS.
2. Set the margins for the following:
   12/PS pitch
   Left margin = 18
   Right margin = 72
3. Type the following exercise, including the circled error. When you reach the ✓, stop typing and make the appropriate corrections. Refer to the boxed instructions for help when typing this exercise.

```
The reposition instruction allows you to
correct teh errors that you do not notice
until you start typing the next line.✓
```

WHAT IF . . .

◆ You need to erase more than one word?

Use reposition to erase the last incorrect word. Erase the space(s) between words by depressing ⌫ , and depress the spacebar. Continue to use reposition to erase any other incorrect words.

◆ You depress Code + Backspace beyond the incorrect character?

Use reposition to correct the error, and space to where you left off.

For quick reference, use the pull-out instruction cards for:

Reposition

Relocate One-Unit Bkspace

TYPING TABLES IN PROPORTIONAL SPACING

When you want to align numbers without using number alignment, you must space in from a left margin or tab. In proportional spacing all numbers have a unit value of five. A space is four units in value. Placing the pitch selection lever at PSN makes a space the same unit value as a number or symbol.

REMEMBER: Always use the number one key, not the lowercase L key, when typing numbers.

Always use ! 1 instead of L Col L .

To type tables:

1. Choose a PS element and move the pitch selection lever to PSN.
2. Set the margins.
3. Use column layout to set up the table. Refer to page 23 if you need further instructions for column layout.
4. Type the first column and tab to the next column.
    - When necessary, space in to align numbers.

EXERCISE

1. Choose a PS element and move the pitch selection lever to PSN.
2. Set the margins.
   12/PS pitch
   Left margin = 18
   Right margin = 72
3. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.
    - The column layout instruction sets tabs at the beginning of each column.
    - Space in to align the numbers.
    - Do not remove the paper. You will need it for the next exercise.

James P. Faltz	66-33	1937
Mary Hall	1225-22	1948
Paul O. Passburg	115-15	1950

For quick reference, use the pull-out instruction card for:

Auto Erase
Char Bkspace
Intro

Reposition
Relocate
One-Unit
Bkspace

TYPING DOT LEADERS

When you are using proportional spacing, move the pitch selection lever to PSN so that the dot leaders will align. Dot leaders are added between columns **after** the information is typed.

To type dot leaders:

1. Place a PS element on the typewriter and move the pitch selection lever to PSN.
2. Type the table.
3. Roll the paper back to the first line that will contain dot leaders.
4. Space from the left margin to where the dots are to begin.
   - Notice if you are positioned on an even or odd number on the margin scale. This is so the *dot, space, dot* sequence will align.
   - If the first dot on the first line begins with an even number, then the first dot on remaining lines must begin with an even number. All dots thereafter will align.
5. Type the dot leaders using a *dot, space, dot* sequence.

EXERCISE

1. Type dot leaders using the table you typed in the previous exercise.

```
James P. Faltz . . . . . . . . . .  66-33. . . . . .1937
Mary Hall. . . . . . . . . . . . .1225-22. . . . . .1948
Paul O. Passburg . . . . . . . . . 115-15. . . . . .1950
```

ROMAN NUMERALS

To align Roman numerals:

1. Select a PS element and move the pitch selection lever to PS.
2. Set the margins.
3. Set a tab where the numerals are to align.

EXAMPLE

```
I. ← Tab
```

4. Refer to the Unit Measurement Chart for the value of each character.
   - Count characters, spaces, and punctuation.
5. Find the unit value for each Roman numeral.
   - An "I" equals four units. A period (.) equals five units.

EXAMPLE

```
 I.  4 + 5 = 9 Bksp 1's
II.  4 + 4 + 5 = 13 Bksp 1's
```

6. Depress Tab.
7. Depress Code + Bksp 1 once for each unit value of the characters.
8. Type the Roman numeral.
9. Continue steps 6-8 to type the remaining Roman numerals.
   - Steps 3-9 would also be used to type words that are to align at the right.

EXERCISE

1. Select a PS element and move the pitch selection lever to PS.
2. Clear all the tabs.
3. Set the margins for the following:
   12/PS pitch
   Left margin = 18
   Right margin = 54
4. Set a tab at 24. Depress Return.
5. Total the unit value for each character, including the period. (Refer to the Unit Measurement Chart.)
6. Type the following exercise. Refer to the boxed instructions for help when typing this exercise.

```
  I.
 II.
III.
 IV.
```

UNIT MEASUREMENT CHART

The following chart gives the unit measurement for the characters and symbols used in proportionally spaced copy. Use this chart for exact alignment of Roman numerals and other items.

UNITS	CHARACTERS AND SYMBOLS
3	i j l '
4	I f t
5	J a c e o r s z 1 2 3 4 5 6 7 8 9 0 . , : ; ? !
	+ = - ± $ ¢ / _ ° " ¼ ½ * % @ # ( ) [ ] ^{3} ^{2} § ‗
6	E F L P S Z b d g h k n p q u v x y & ¶
7	A B C D G H K M N O Q R T U V W X Y m w

The unit chart for spacing is shown below:

UNIT CHART FOR SPACING

Units Forward	
4	Spacebar with pitch selection lever set at PS
5	Spacebar with pitch selection lever set at PSN, 12
6	Spacebar with pitch selection lever set at 10
Units Backward	
1	Code + Bksp1
2	Code + Backspace (no characters in memory) (or equal to spacebar value when in 10 or 12 pitch)

JUSTIFICATION

Justified copy gives the appearance of a printed manuscript that has an even right margin.

EXAMPLE

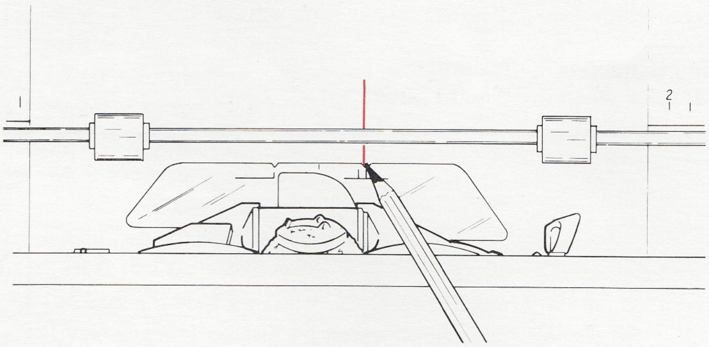
Justified copy gives the appearance of a
printed manuscript. Units of space are
added or subtracted so that the right margin
is even. When a line ends with a period
or a comma, one extra unit of space should
be added when the line is justified.

Since line lengths vary, the right margin is usually uneven. With the IBM Electronic Typewriter 50 you can justify the right margin by adding or subtracting units of space between words to make the lines the same length. Information to be justified must be typed twice using a proportional spacing (PS) element. The first copy is a draft copy. The second copy is a justified copy.

To set up a draft copy:

1. Place a PS element on the typewriter and move the pitch selection lever to PS.
2. Clear all the tabs.
3. Insert the paper and set the left and right margins.
4. Position the carrier at the **right** margin.
5. Pull the line finder lever toward you.
6. Raise the acoustical filter hood.
7. Place the tip of a pen or pencil in the center of the notch located on the right side of the cardholder.
8. Draw a vertical line down the paper while turning the platen knob. This line is called the justification line.

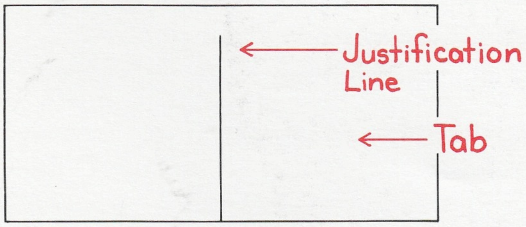
EXAMPLE



Instructions are continued on the following page.

9. Push the line finder away from you and lower the acoustical filter hood.
10. Set a tab about five spaces to the **right** of the justification line. You will need this tab later. Depress Return.

EXAMPLE

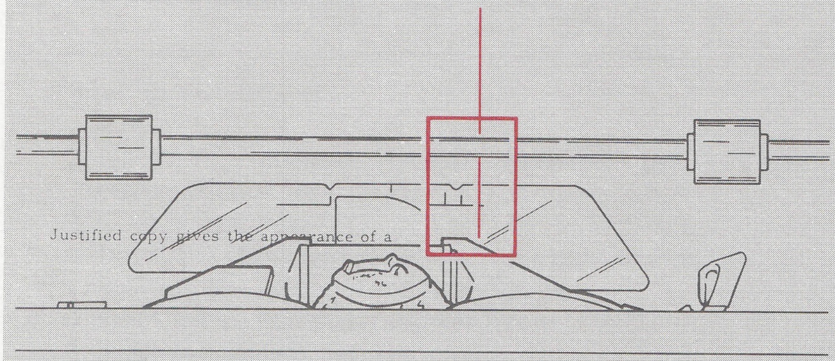


EXERCISE

1. Place a PS element on the typewriter and move the pitch selection lever to PS.
2. Set the margins for the following:
   12/PS pitch
   Left margin = 18
   Right margin = 58
3. Follow steps 4-10 in **To set up a draft copy.**
   - Draw the justification line about 5 inches (12.7 cm) long.
4. Type the following line. Do not space or depress Return at the end of the line.

   Justified copy gives the appearance of a

   - Notice the position of the notch (on the right side of the cardholder) to see how close it is to the justification line.



5. Align the notch on the justification line by either spacing forward or depressing Code + Bksp 1.
   - In this exercise you will need to space forward twice (2sp) and then depress Code + Bksp 1 twice (-2) to align the notch on the justification line.
   - Depress Tab and type *2sp-2.* You will need to know this when you start adding and/or subtracting units of space.

Your first line should look like this:

Justified copy gives the appearance of a | 2sp-2

Exercise is continued on the following page.

6. Type the second line of the exercise. Do not space or depress Return.
   - Space twice after all ending punctuation.

   printed manuscript. Units of space are

   Notice the position of the notch to see how close it is to the justification line.
   - You will need to space forward three times and depress Code + Bksp 1 three times to align the notch.
   - Depress Tab and type *3sp-3.*
7. Type the remaining lines. REMEMBER: When you finish typing a line, align the notch on the justification line, tab and type the number of times you spaced and/or backspaced.

   added or subtracted so that the right mar-
   gin is even. When a line ends with a period
   or a comma, one extra unit of space should
   be added when the line is justified.

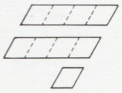
Your draft should look like this:

Justified copy gives the appearance of a	2sp-2
printed manuscript. Units of space are	3sp-3
added or subtracted so that the right mar-	-7
gin is even. When a line ends with a period	-13
or a comma, one extra unit of space should	-7
be added when the line is justified.	

USING UNITS OF SPACE

When using proportional spacing, you must know the unit values of a space, a backspace, and a Bksp 1.

One space = 4 units
One backspace = 4 units
One Code + Bksp 1 = 1 unit



1. On the first line of the last exercise you spaced forward twice and depressed Code + Bksp 1 twice (backed up two units) to align the notch. You typed *2sp-2* at the tab. Because a space equals four units, you multiply the two spaces by four. Subtract the number of times you depressed Code + Bksp 1 from your answer.

   EXAMPLE

   ```
     2 spaces          = + 8 units
   - 2 Code + Bksp 1 = - 2 units
   --------------------------------
                         + 6 units
   ```

   - Note these units on your draft copy. When you type the justified copy you will have to add six units of space to the first line.

2. On the second line of the exercise you spaced forward three times and depressed Code + Bksp 1 three times.

   EXAMPLE

   ```
     3 spaces          = + 12 units
   - 3 Code + Bksp 1 = -   3 units
   --------------------------------
                         +  9 units
   ```

   - Note these units on your draft copy. When you type the justified copy you will have to add nine units of space to the second line.

3. You depressed Code + Bksp 1 to align the notch on the justification line for the remaining lines of the exercise. You will subtract units of space from those lines.
4. Place a + on your draft where you want to add units of space between words. Place a — where you want to subtract units of space.

To add units of space between words:

1. Type the word, including the space following it.
2. Space once more.
3. Depress Code + Bksp 1 the appropriate number of times.
4. Type the next word.

Use this list to add units of space between words.

1 unit = Space once, Code + Bksp 1 three times
2 units = Space once, Code + Bksp 1 two times
3 units = Space once, Code + Bksp 1 one time
4 units = One space

To subtract units of space between words:

1. Type the word, including the space following it.
2. Depress Code + Bksp 1 for each unit to be subtracted.
3. Type the next word.

Use this list to subtract units of space between words.

1 unit = Code + Bksp 1 once
2 units = Code + Bksp 1 twice
3 units = Code + Bksp 1 three times
4 units = 1 Backspace

EXERCISE

1. Study the draft copy below to see where units of space need to be added or subtracted.

```
Justified+ copy+ gives+ the+ appearance+ of+ a           |  2sp-2 = +6 units
printed++ manuscript.++++ Units+ of+ space+ are          |  3sp-3 = +9 units
added- or- subtracted- so- that- the- right- mar-        |  -7
gin- is- even.---- When- a- line- ends- with-- a- period |  -13
or a- comma,- one- extra- unit- of- space- should        |  -7
be added when the line is justified.                     |
```

2. Type a justified copy of the above exercise.
   - Use the draft copy as a guide to add and subtract units of space between words.
   - A single + represents one unit of space to be added. **It does not represent a space** (4 units).
   - A single — represents one unit of space to be subtracted.
   - To add **one** unit of space between *Justified* and *copy* on the first line of the exercise:
     a. Type the word *Justified* including the space following it.
     b. Space once more.
     c. Depress Code + Bksp 1 three times.
     d. Type the next word, *copy*, including the space after it.
3. Refer to the lists for adding and subtracting units of space.
   - Short last lines of a paragraph do not have to be justified.

OPTIONAL EXERCISE

1. Place a PS element on the typewriter and move the pitch selection lever to PS.
2. Set margins for the following:
   12/PS pitch
   Left margin = 18
   Right margin = 54
3. Type a justified copy of the exercise. Refer to the following summary instructions for help when typing the draft and justified copy.

```
Today there is literally an information explosion.
It has developed in part because of our increased
population, which is more highly educated and
cultured than ever.  Our population is consuming
more published material in the form of books,
journals, magazines, and other publications than
ever before.
```

JUSTIFICATION SUMMARY

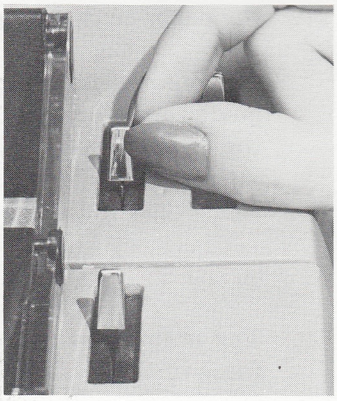
To type a draft and a justified copy:

1. Begin typing the first line. When the bell rings, type as close to the right margin as possible.
   - It is better to have a line too short than too long.
2. Notice the position of the notch (on the right side of the cardholder) to see how close it is to the justification line. Do not space or depress Return.
3. Align the notch on the justification line by either spacing forward and/or depressing Code + Bksp 1.
4. Tab. Type the number of times you spaced forward and/or depressed Code + Bksp 1.
   - Occasionally the notch will align on the justification line without spacing forward or depressing Code + Bksp 1. When this occurs, tab and type *OK*.
5. Type the remaining lines of the document. Repeat steps 2-4 for each line.
6. Determine how many units of space are to be added or subtracted to each line. Note the areas on your draft copy.
7. Remove the draft copy and insert a new sheet of paper. You can now type the justified copy.
8. Refer to the draft copy to add and subtract units of space as you type the justified copy.
   - When a line ends with a period or comma, add one extra unit of space.

TYPEWRITER FEATURES

This section covers the typewriter features not discussed earlier.

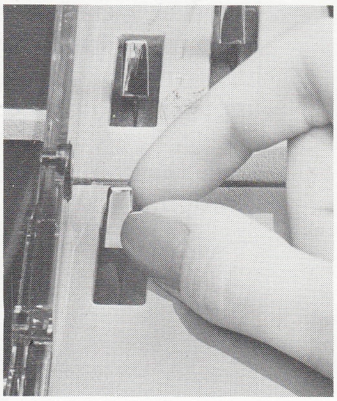
LINE SPACE LEVER



To choose the appropriate line spacing, move the line space lever toward you for single spacing, to the middle position for space-and-a-half, and away from you for double spacing.

- Your typewriter may have triple spacing instead of space-and-a-half.

LINE FINDER



The line finder lets you temporarily leave the original typing line and return to it again.

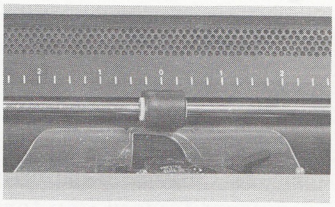
Use the line finder for typing superscripts or subscripts, creating double underscores, or typing on forms with irregular spacing.

Pull the line finder forward to achieve a free-rolling motion of the platen. Remember to return the line finder to its original position for normal typing.

PLATEN VARIABLE

Press in against the left platen knob and roll it up or down to change the position of the writing line.

PAPER CENTERING SCALE

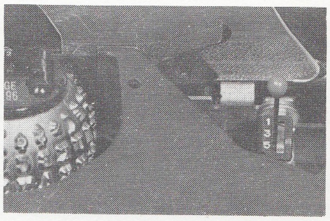


The paper centering scale permits easy centering of any width of paper. The numbers on the scale start from zero in the center and proceed in ascending order left and right.

The small white ⊓ printed on the left and right side of the paper centering scale are the centering guides.

To center paper that is 8½ inches wide, move the paper guide to the outer edge of the left ⊓ . The inner edge of the ⊓ is used to center 8-inch paper. Any width paper may be centered by inserting the paper so that its left and right edges touch the same number on the scale.

IMPRESSION CONTROL



The impression control enables you to adjust the striking force of the element.

Set the impression control on 3 for most typing jobs. However, stencils and carbon packs require greater typing force for good quality, so move the impression control to a higher number. Offset masters require less, so move the impression control to a lower number.

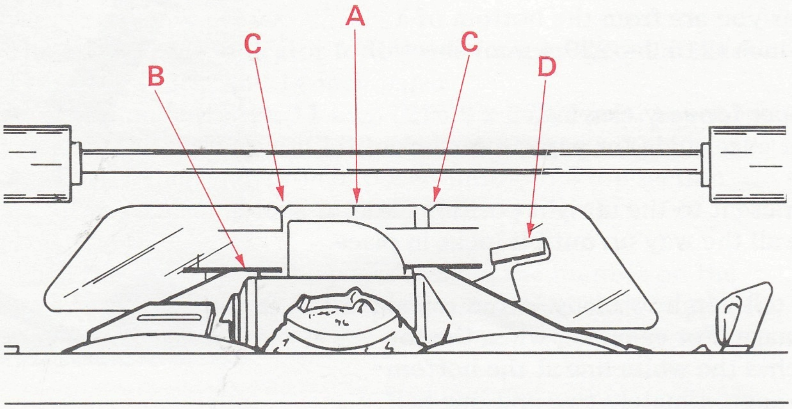
Move the impression control to the right before changing its position.

ACOUSTICAL FILTER HOOD

Lower the visor on the acoustical filter hood when making corrections on carbon copies.

Use a damp cloth and mild soap to clean the hood. Do not use a liquid-type cleaner. Do not remove the acoustical filter hood. Refer to **CAUTION** on page 2.

CARDHOLDER



The cardholder holds paper, cards, and envelopes close to the platen.

The red vertical mark (A) indicates the position of the next character to be typed.

The horizontal line (B) indicates the base of the typing line.

The notches (C) on the cardholder are used to draw vertical lines. (Use the line finder to achieve a free-rolling motion of the platen.)

To remove and clean:

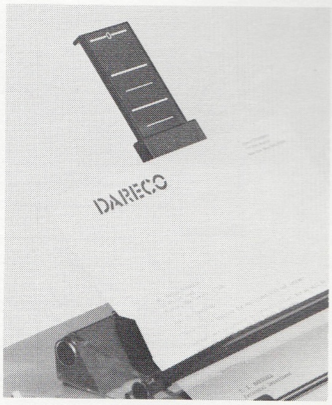
The cardholder is removable and can be cleaned with a damp cloth and mild soap.

1. Pull the paper bail lever forward.
2. Depress and hold the lever (D) on the right side of the cardholder.
3. Pull the cardholder straight up until it is free.

To replace:

1. Place the left edge of the cardholder onto the pin between the element and the platen.
2. Depress and hold the lever (D) on the right side of the cardholder.
3. Press down on the right side of the cardholder until it is latched; then release the lever.
4. Push the paper bail lever back.

END-OF-PAGE-INDICATOR



The end-of-page indicator has three purposes:

- It tells you how far you are from the bottom of a standard 8½ x 11-inch (215.9 x 279.4 mm) sheet of paper.
- It supports the paper for easy viewing.
- It serves as a paper edge guide for paper insertion.

To use the indicator, raise it to the upright position and slide the marked scale all the way up until it locks in place.

The lines on the scale tell you how many inches remain to the bottom of the page. For example, when the top edge of the paper reaches the white line at the bottom of the scale, there are approximately two and one-half inches of space remaining on the paper. When the top edge of the paper reaches *0* on the scale, no space remains. The shorter lines on the scale designate half-inch positions.

When not in use, the end-of-page indicator can be folded down.

TYPEMATIC KEYS

Typematic keys have a repeat action when held down. Any of the seven typematic keys can be tapped for a single action or held down for repeat action.

- Carrier return
- Index
- Hyphen/Underscore
- Letter *X*
- Period
- Spacebar
- ⌫ /Backspace

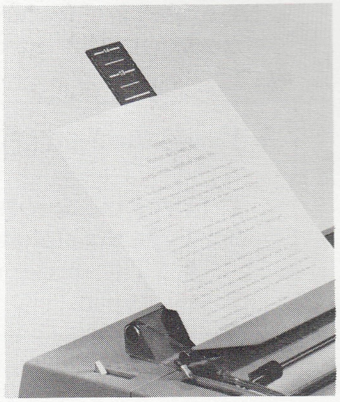
OPTIONAL FEATURES

END-OF-PAGE INDICATOR FOR LEGAL-SIZE PAPER

The end-of-page indicator for legal-size paper accommodates 11-inch, 13-inch, and 14-inch paper.

- For standard 8½ x 11-inch (215.9 x 279.4 mm) paper, slide the scale up until it locks into place.
- For 13-inch and 14-inch paper, unfold the top section of the scale and lock into place.

When the top edge of the paper reaches the number on the scale that corresponds to the paper size being used, no space remains on the paper.



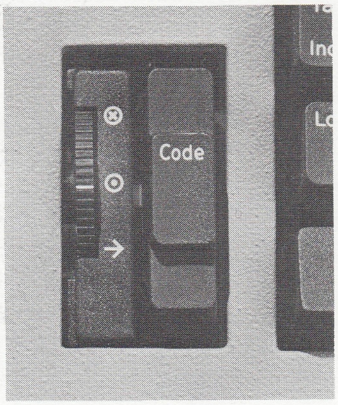
DUAL LANGUAGE

The dual language feature lets you type a second language while taking maximum advantage of your primary language *touch* typing skills.

Characters that are common between the primary and the secondary languages are located in the same position on the keyboard. The unique characters on the secondary language appear on the right half of the keybutton.

When typing in the primary language, set the dual language dial at the ⊙ position. Move the dial to the ⊗ position to type in the secondary language.

Some typewriters equipped with the dual language feature also have a third position, dead key disconnect (→). When the dial is set at →, the carrier spaces to the next typing position for all characters as they print.



DEAD KEY

If you regularly use a library, language, or trilingual typing element, your IBM Electronic Typewriter 50 should have the dead key feature. With this feature, you can type accent marks without the carrier advancing to the next space.

To use the dead key:

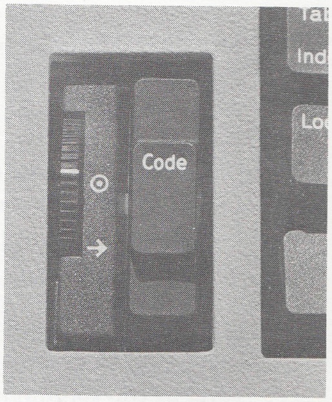
1. Type the accent mark.
2. Type the alphabetic character.
   - The carrier moves after the alphabetic character is typed.

DEAD KEY DISCONNECT

Standard correspondence elements can be used on typewriters with the dead key feature through the use of the dead key disconnect.

For normal use of a dead key, set the dead key disconnect dial at the ⊙ position when using a library, language, or trilingual element.

Set the dial at the → position when using a correspondence element. When the dial is set in the → position, the carrier spaces to the next typing position for all characters as they print.



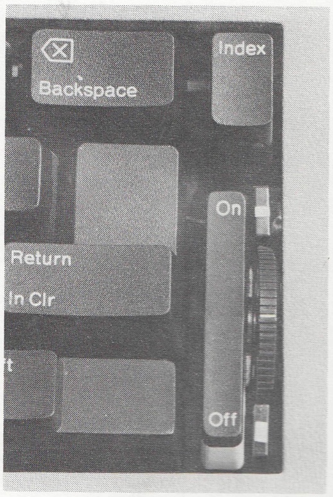
VELOCITY CONTROL DIAL

The velocity control dial is used when typing with foreign language and technical symbol elements. Some of the characters on these elements are different sizes than the ones in the corresponding positions on other elements. The velocity control dial compensates for the different sizes of these characters by controlling the striking force.

Hold the dial at the thin mark to type small characters such as accent marks.

Move the dial to the thick line when typing with some foreign language elements that have large characters in the keyboard positions normally reserved for punctuation.

For a standard element, keep the dial at the center position.

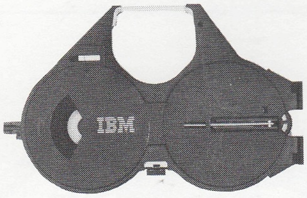


RIBBON SYSTEMS

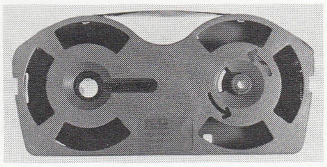
Your typewriter will be equipped with either the ribbon cassette system or selective ribbon system.

Use the instructions that match your ribbon system when changing the ribbon or correction tape and when referring to the supplies and ribbon application chart.

Ribbon Cassette System



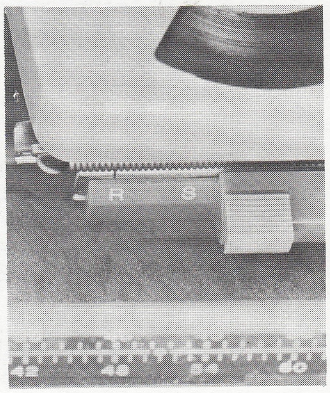
Selective Ribbon System



TYPING STENCILS

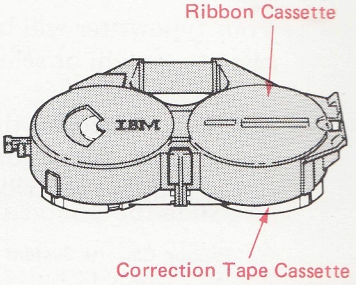
If your typewriter has the ribbon cassette system, remove both the ribbon and correction tape before typing the stencil.

If your typewriter has the selective ribbon system, move the stencil control to the left to type stencils. This moves the ribbon to a non-printing position. To return to regular typing, move the control to the right.



RIBBON CASSETTE SYSTEM*

Changing Ribbon And Correction Tape

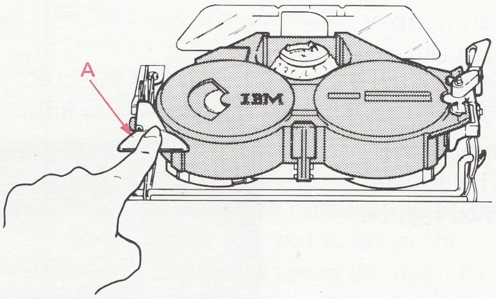


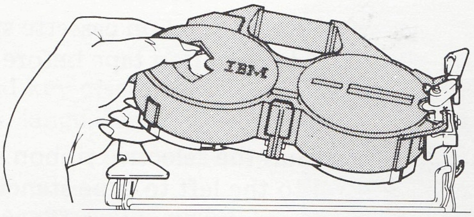
The Electronic Typewriter Ribbon Cassette System is designed to reduce the number of ribbon and tape changes.

The ribbon and tape are placed together to form a cartridge. Remove the entire cartridge, throw away the used ribbon or tape cassette, and reassemble with a new one.

To remove the cartridge:

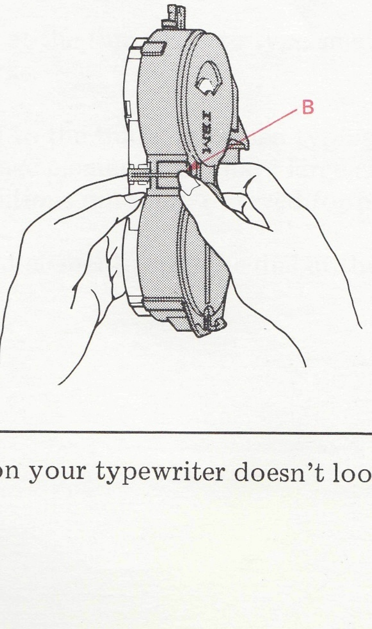
1. Center the carrier.
2. Lift the cover.
   - Be sure the paper bail is against the platen.
3. Press down on the cartridge release lever (A).
   - Do not throw the cartridge away.





To separate the cartridge:

1. Press on the center latch (B).
2. Throw away only the used ribbon or tape cassette.

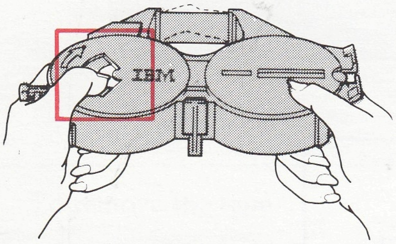


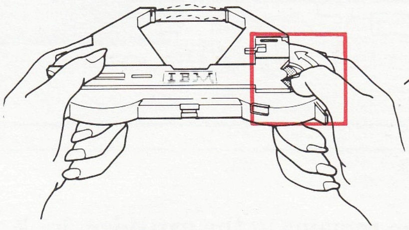
*If the ribbon on your typewriter doesn't look like this, turn to page 64.

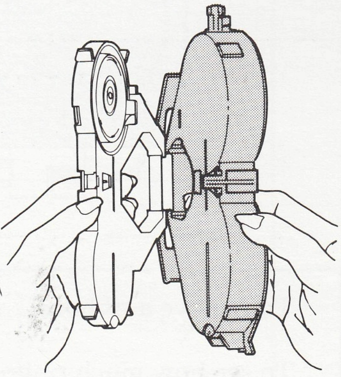
To reassemble the cartridge:

NOTE: Make sure that the take-up wheels on the cassettes are the same color.

1. Take up any slack by turning the take-up wheel in the direction of the arrow.
2. Slide the ribbon and tape cassettes together.
3. Snap firmly together.
   - If the cassettes are not snapped together, the correction tape will not correct properly.

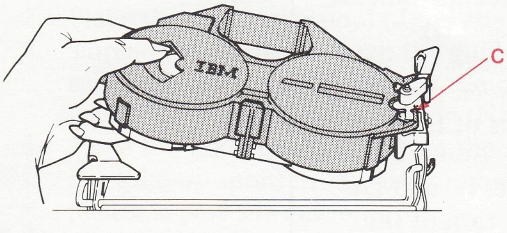


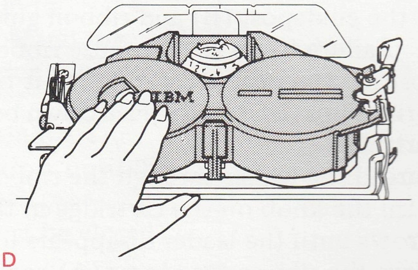


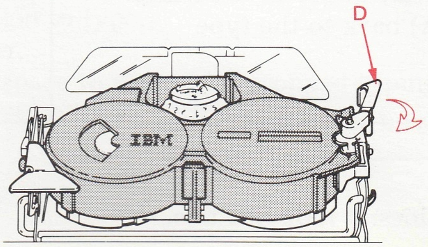


To install the cartridge:

1. Slide the right side of the cartridge all the way into the holder (C).
2. Press down firmly on the left side of the cartridge.
   - It should snap into place. If not, check to see if the right side of the cartridge is all the way into the holder.
   - Make sure the ribbon and tape are not stuck together. If they are, remove the cartridge; separate the ribbon and tape; take up slack and reinstall.
   - If you need to advance the ribbon, pull the ribbon advance lever (D).
3. Close the cover.

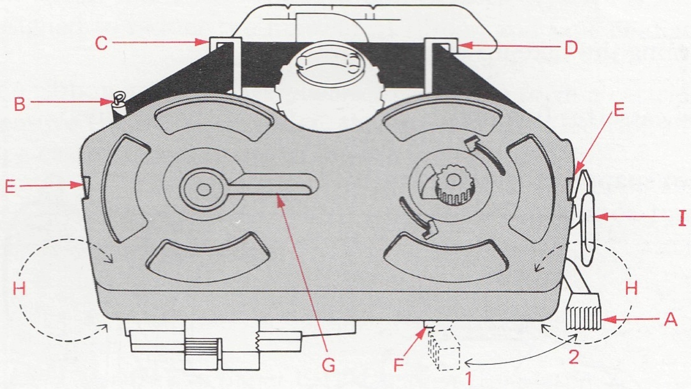






SELECTIVE RIBBON SYSTEM*

Changing The Ribbon



To remove a ribbon:

To see how much ribbon remains in the cartridge, look at the ribbon end indicator (G).

1. Center the carrier.
2. Lift the cover.
3. Keep the paper bail against the platen.
4. Move the ribbon load lever (A) to the load position (1) until it snaps against the stop (F).
    - The ribbon load lever cannot be moved if the tape load lever (I) is in the load position.
5. Using both hands, hold the ribbon cartridge at the front corners (H) and lift straight up.

To install a new ribbon:

1. Be sure the ribbon load lever (A) is in the load position (1).
2. Put the ribbon leader (uninked portion) over the outside of the guidepost (B) and ribbon guides (C and D).
    - Failure to do so will cause ribbon breakage.
3. Position the ribbon cartridge so it fits between the spring clips (E). Firmly push down both ends of the cartridge.
4. Thread the leader through the ribbon guides (C and D).
5. Turn the knob on the cartridge in the direction of the arrows until the leader disappears inside the cartridge.
6. Move the ribbon load lever (A) back to the type position (2).
7. Close the cover.
8. Space or backspace to where you stopped typing.

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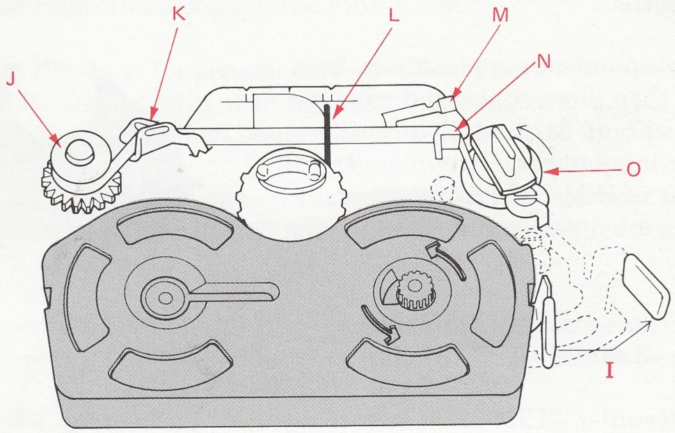
*If the ribbon in your typewriter doesn't look like this, turn to page 62.

Changing The Correction Tape



To remove the tape:

1. Center the carrier.
2. Lift the cover.
3. Keep the paper bail against the platen.
4. Move the tape load lever (I) to the right.
   - The tape load lever cannot be moved if the ribbon load lever is in the load position.
5. Lift off the empty tape spool (J) (twist slightly clockwise); remove take-up spool (O).

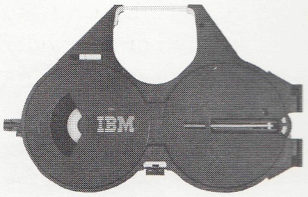
To install a new tape:

NOTE: Make sure the color of the correction tape spool is the same color as the typewriter ribbon knob.

1. Gently separate the two spools, but keep them connected by the leader (uncoated portion).
2. Place the new tape spool (J) on the left spindle.
3. Thread the leader through the guide (K), behind the separator wire (L), in front of the cardholder release lever (M), and behind the guide (N).
4. Place the take-up spool (O) on the right spindle. Turn the take-up spool in the direction of the arrow until the leader is past the guide.
5. Close the tape load lever (I). (The lever must be closed before you begin to type.)
6. Close the cover.
7. Space or backspace to where you stopped typing.

RIBBON CASSETTE SYSTEM

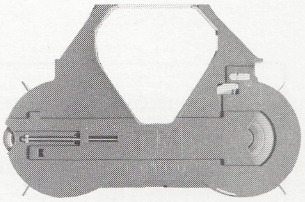
IBM Correctable Ribbon Cassette



This ribbon is for general correspondence applications. Best results are obtained with less than three copies and with the first or original sheet being a smooth surface, 20-lb. soft paper, such as a good OCR or bond paper. Carbon paper weight should not exceed that of IBM 752 carbon paper. Typestyles larger than Courier are not recommended for use with this ribbon.

Reorder #1299300 Black	Reorder #1299302 Green
Reorder #1299301 Blue	Reorder #1299303 Brown

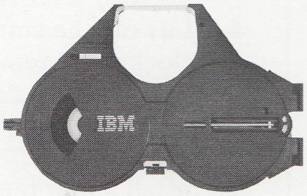
IBM Lift-Off Tape Cassette (Reorder #1299315)



The lift-off tape is designed to correct typing errors when used in combination with the IBM Correctable Ribbon Cassette. It actually lifts the character from the paper.

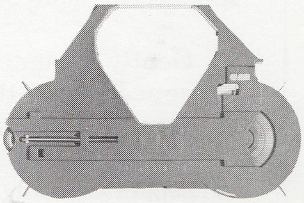
NOTE: As a reminder to match the appropriate tape and ribbon, the take-up wheels are color-coded orange for your convenience.

IBM T-III Ribbon Cassette (Reorder #1299320 Black Only)



This ribbon provides a high-quality, uniform image on a broader range of papers. Typestyles larger than Courier are recommended for use with this ribbon.

IBM Cover-Up Tape Cassette (Reorder #1299325)

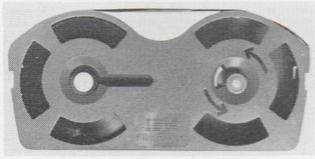


The cover-up tape is designed to be used with the IBM T-III ribbon to provide coverage of the incorrectly typed image. It is not satisfactory for making corrections on direct-image offset masters, non-white paper, or OCR applications.

NOTE: As a reminder to match the appropriate tape and ribbon, the take-up wheels are color-coded blue for your convenience.

SELECTIVE RIBBON SYSTEM

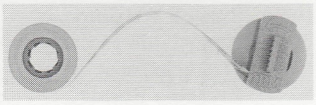
IBM High-Yield Correctable Film Ribbon



This ribbon is for general correspondence applications. Best results are obtained with less than three copies and with the first or original sheet being a smooth surface, 20-lb. soft paper, such as a good OCR or bond paper. Carbon paper weight should not exceed that of IBM 752 carbon paper. Typestyles larger than Courier are not recommended for use with this ribbon.

Reorder #1299095 Black
Reorder #1299361 Blue
Reorder #1299362 Green
Reorder #1299363 Brown

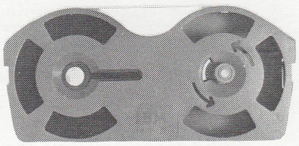
IBM Lift-Off Tape (Reorder #1136433)



The lift-off tape is designed to correct typing errors when used in combination with the IBM High-Yield Correctable Film Ribbon. It actually lifts the character from the paper.

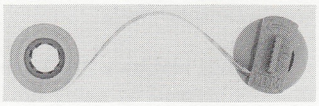
NOTE: As a reminder to match the appropriate tape and ribbon, they are color-coded orange for your convenience.

IBM Tech III Ribbon (Reorder #1136391 Black Only)



This ribbon provides a high-quality, uniform image on a broader range of papers and reduces ribbon changes. Typestyles larger than Courier are recommended for use with this ribbon.

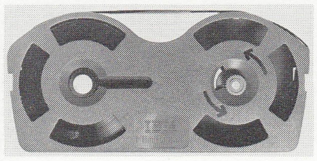
IBM Cover-Up Tape (Reorder #1136435)



The cover-up tape is designed to be used with the IBM Tech III Ribbon to provide coverage of the incorrectly typed image. It is not satisfactory for making corrections on direct-image offset masters, non-white paper, or OCR applications.

NOTE: As a reminder to match the appropriate tape and ribbon, they are color-coded blue for your convenience.

IBM Film Ribbon Cartridge



This is a high-quality ribbon in a convenient cartridge. In addition to black, carbon film ribbons are available in a variety of colors. It is not recommended for use with the IBM Lift-Off Tape. Use the IBM Cover-Up Tape instead.

Reorder #1136390 Black
Reorder #1136386 Medium Green
Reorder #1136388 Medium Blue
Reorder #1136383 Dark Brown

APPLICATION RECOMMENDATIONS FOR IBM RIBBONS

	T-III Cassette And Tech III Ribbon	Correctable Ribbon Cassette And High-Yield Correctable Film Ribbon	Film Ribbon
Typing Applications			
Legal Correspondence	●	●	●
Statistical Correspondence	●	●	●
Specification Writing	●	●	●
Medical Reports	●	●	●
Executive Correspondence	●	●	●
Routine Correspondence	●	●	●
Hard-to-Image Originals*			
Example: Engineering Drawings	●		
OCR	●		●
Manifolding	●		●
Speech Writing†	●		●
Negotiable Instruments — (checks, stocks, etc.)	●		●
Erasable Bond*	●		●
Reproduction Applications			
Heat Transfer	●	●	●
Transfer Electrostatic	●	●	●
Direct Electrostatic	●	●	●
Offset Masters, Direct to Plate	●		●
Offset Masters, Copier Process	●	●	●
Offset Masters, Photo Process	●		●
Diazo Process, Ozalid‡ or Bruning§	●	●	●

*The receptivity of the surface of these materials varies widely, so use care in the selection of materials to be typed on, typestyle, and ribbon to produce the best result. When in doubt, prepare samples first.

†Best results with Orator and typestyles larger than Courier are obtained by using the IBM T-III Cassette or Tech III Ribbon.

‡Trademark of the GAF Corporation.

§Trademark of the Charles Bruning Co., Inc.

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Any IBM Office Products Division supply item can be ordered in the continental United States by contacting your local IBM Office Products Division branch office or by calling IBM DIRECT at the following toll-free numbers (Alaska, Hawaii and Puerto Rico are excluded):
800-631-5582 (New Jersey) 800-352-4960

CARE OF THE TYPEWRITER

Cleaning the Typewriter Cover or Acoustical Filter Hood

Use only a mild detergent to clean the plastic parts and painted portions of the typewriter. Certain cleaning fluids may be harmful. Where stubborn stains persist, consult your local IBM Service Department.

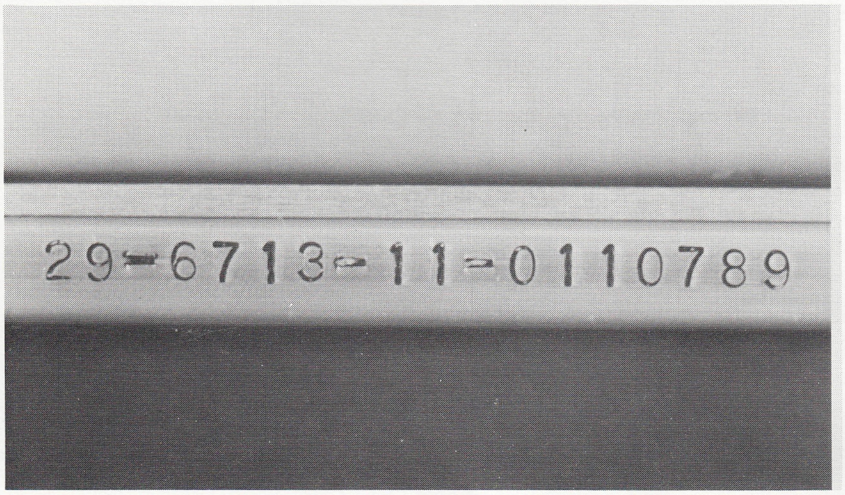
Using the Dust Cover

Cover the typewriter at the end of each day. The dust cover protects the typewriter from scratches and keeps out dust and other foreign matter.

Typewriter Maintenance

To maintain efficient operation, it is essential that your typewriter receive periodic inspection and lubrication by trained personnel. Your IBM representative can tell you about the advantages of the service provided under the IBM Maintenance Agreement.

Serial Number



To check the serial number:

1. Raise the acoustical filter hood and cover.
2. Move the carrier to the extreme left.
3. Locate the serial number on the silver bar.

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